

Community engagement officer – Aberfeldy Big Local

Location: Aberfeldy, Tower Hamlets and Quaker Social Action's offices in Bethnal Green.

Responsible to: Aberfeldy Big Local manager

Salary: £14,743 - £17,200 (pro rata FTE of £29,387)

Hours: Part time 18-21 hours per week to be negotiated – ideally spread over 3-4 days per week

Leave: 25 days holiday per annum plus bank holidays

How to apply

If you have any questions, please email info@qsa.org.uk

If you decide to apply, please send the following two documents to **info@qsa.org.uk**:

1. A copy of your CV, highlighting the areas of your experience pertinent to this role
2. A supporting statement, of no more than 3 sides of A4, **outlining how you meet our person specification (below)**

We also invite you to complete our online equality and diversity monitoring form:

<https://www.surveymonkey.co.uk/r/2GT67V3>

The closing date is **Wednesday 2 December 8am**.

Interviews will take place on **Thursday 10 December**.

About Aberfeldy Big Local

Aberfeldy Big Local (ABL) is a community project, working to make the Aberfeldy area in Poplar, Tower Hamlets a better place to live. ABL is part of the Big Local programme, a 10 year initiative, giving 150 areas across the UK £1 million of Lottery money to make positive changes to their community. Each area forms a partnership group of local residents and decides how to spend their funds. Many, like Aberfeldy Big Local, decide to employ staff to bring their ambitions to life.

About the role

We are seeking two driven and passionate community development officers to join our team and help realise the vision of the Aberfeldy Big Local partnership.

Though initially working from home due to ongoing restrictions, you will usually be based at our new community premises in Aberfeldy, Tower Hamlets. You will work alongside the project manager, focusing on outreach and communication across the local area to help residents find their voice, take ownership and reach their potential.

The ABL partnership has set out an ambitious new plan for area, centred around people, places and power. It is an excellent opportunity for two highly organised individuals with experience in working with communities in either a paid or voluntary capacity. You will be proactive and passionate, using your strong communication skills to engage and build a rapport with local people, supporting them to come up with great ideas for new initiatives that boost opportunities and improve social cohesion.

An ability to work independently is key, with experience of managing multiple and varied priorities. You will also have good digital skills, supporting with the online communications output for Aberfeldy Big Local, as well as helping with the maintenance of all of the systems required to record the activities and successes of the work.

What is Aberfeldy Big Local doing?

The Aberfeldy Big Local partnership's aims within its 2020-22 plan are:

- **People:** To build a strong and confident community we will invest in our people to become active in local life, taking the lead on activities and events that bring people together and build community spirit. We will invest in our young people to have a brighter future.
 - Workstreams: Community Chest grants; a strong focus on children and young people
- **Places:** A community needs vibrant, authentic and welcoming places for people to meet and mix. We will conserve and develop the places where we mix with our neighbours, build new relationships and develop a sense of belonging to Aberfeldy.
 - Workstreams: the Aberfeldy Front Room on Aberfeldy Street, supporting other

community businesses and enterprises within Aberfeldy, contributing to a parks improvement programme; running a variety of community events

- **Power:** We will build the power of Aberfeldy residents to influence the changes taking place in the area and make sure that the future benefits everybody. We'll do this by connecting with local organisations, supporting them to build their capacity and developing the community's voice to be heard on an equal footing with developers, the local council and other agencies.
 - Workstreams: Community research and organising; communicating and build connections across Aberfeldy, commissioning new initiatives to support Aberfeldy where there are gaps identified

About Quaker Social Action

Quaker Social Action is an east London charity tackling poverty and social exclusion. As the Local Trusted Organisation (LTO), QSA is accountable to Local Trust for the use of the Big Local funding, as well as providing governance and personnel support to The Pimlico Million partnership.

Role description

Purpose of post: To support and develop local residents to set up and engage in activities as part of Aberfeldy Big Local, a community development initiative in the Aberfeldy area of Tower Hamlets, to oversee the spending of £1 million of funding, according to the Big Local principles and values – with the aim of making the local area an even better place to live.

Enabling community activities

1. To understand the ABL plan and to work with the ABL team – manager and co-worker- to deliver upon the plan.
2. To build up relationships within the local area, consulting and involving a wide range of local residents to ensure their views and voices are heard.
3. To encourage residents to have ideas and suggestions for new initiatives and to see how Big Local funding can be used to further those aims.
4. To focus particularly on parts of the community who may find it harder to access services or who may benefit significantly from them, such as younger people or older members of the neighbourhood.
5. To build links with other local charities and community groups, working together wherever possible.
6. To outreach on behalf of ABL to ensure local residents are aware of and can benefit from what is available within the community.

7. To ensure appropriate records are kept of activities to ensure that the benefits are measured and reviewed.
8. To run all community activities with due regard to Covid concerns, ensuring activities are safe and compliant with any regulations in force, and looking at addressing isolation and loneliness, especially within households who cannot easily use technology.
9. To support the smooth workings of the ABL partnership including assisting with recruitment of new members to continue strengthening the board.

Aberfeldy Front Room

1. To create a busy, thriving, active and inclusive space for local residents within the Aberfeldy Front Room; a brand new community space on Aberfeldy Street not yet opened.
2. To support others to use the Front Room and to build a group of local, committed volunteers.
3. To run the Front Room safely, with due regard to health & safety, risk, safeguarding and Covid guidelines.
4. To liaise with the landlords, developers and fellow tenants on Aberfeldy Street to ensure sound working relationships in the oversight of this brand new community space.
5. To work towards the opening and refurbishment of this space, as guided by the ABL partnership board.
6. To oversee health & safety, risk and safeguarding for all users of the Aberfeldy Front Room.
7. To support the community engagement workers to create a busy, thriving, active and inclusive space for local residents within the Aberfeldy Front Room.
8. To seek partnerships and creative opportunities to widen the options of activities delivered within the space.

Communication and external liaison

1. To contribute to the communications plan for ABL, sharing content and photos on the ABL social media in order to build up knowledge of ABL within the local community.
2. To share the learning/celebrate the successes of ABL within the local community.
3. To represent ABL by participating in appropriate local forums and meetings.
4. To keep up to date with relevant developments within the Big Local community, to learn from others working in a similar context.

General

1. To work within the policies and procedures of QSA.
2. To receive line management from the ABL manager.
3. Any other duties, as appropriate to role, as agreed by the QSA director, in consultation with the ABL partnership board.

Person specification

Experience:

1. Experience of community development work whether in a paid or voluntary capacity.
2. Experience of outreach work is highly desirable.

Ability:

1. Excellent communication skills, using good listening skills, curiosity, empathy, tact to build positive relations with local residents.
2. Ability to manage own workload and to work flexibly in a small team.
3. Ability to create a warm and welcoming environment in a community setting.
4. Ability to promote and publicise Aberfeldy Big Local enthusiastically and effectively to individuals, community groups and using social media.

Knowledge:

1. Knowledge of the local area; Aberfeldy specifically and Tower Hamlets generally, is highly desirable.
2. Knowledge of the challenges and barriers that can be faced by low income communities.

Ethos:

1. Commitment to and understanding of issues of inclusion, equality and diversity in the workplace and when providing a service to the public.
2. A willingness to work within a Quaker ethos, as clarified by the vision & mission of QSA:

QSA's vision is that of a just world, where people put people first. QSA's mission is to enable people on low incomes and beyond to seek solutions to the issues that affect their lives, by building practical, sustainable and collaborative projects and by sharing that learning where it has potential to benefits communities beyond our own.

Main terms and conditions of employment

1. QSA uses the local government pay scales for salaries. Your salary will be on **NJC scale 27-30**, starting from £14,743 or £17,200, dependent on the hours agreed (this is the pro rata salary for the FTE £29,487). All appointments are made at bottom of scale.
2. This is a **part time** post of **18-21 hours** per week, days to be negotiated but ideally spread over 3-4 days in the week.
3. Some evening and weekend work is likely given the community development nature of the role.
4. Though initially worked from home due to ongoing restrictions, the role will usually be based in Aberfeldy at the new Aberfeldy Front Room community space and also at the offices of the charity Quaker Social Action in Bethnal Green.
5. The period of notice will be 1 week during the probationary period and 1 month on its completion.
6. You will be entitled to pro rata of 25 days holiday per year with the leave year running from January to December, plus bank holidays.
7. This post is subject to a 6 month probation period. After the successful completion of your probationary period, staff are entitled to join the QSA pension plan. This is an additional 6% on top of salary paid into the QSA group personal pension, with a 2% staff contributory element.
8. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.